ORPS FACILITY REGISTRATION FORM

Submit completed form to
U.S. Department of Energy
ES&H InfoCenter, EH-72, CXXI-3
19901 Germantown Rd.
Germantown, MD 20874
FAX: 301-903-9823
PHONE: 800-473-4375

Note:
- **Only one facility per form**
- **Type or print all entries**

1. **TYPE OF CHANGE**
   ❏ Add a Facility (Complete Section 1.A, then go to Section 2)
   ❏ Change a Facility (Complete Section 1.B, then go to Section 2)
   ❏ Delete a Facility (Complete Section 1.C, then go to Section 2)

   A. Add a New Facility Use this section if you are adding a facility that has never submitted ORPS reports.

Data Description	Data Length	Data Input
Facility Name	36 char max	
Facility Code	10 char max	
Contractor Name	36 char max	
Contractor Code	4 char max	
Site Name*	36 char max	
Site Code*	10 char max	
Area Office Name	36 char max	
Area Office Code	2 char max	
Field Office Name	36 char max	
Field Office Code	4 char max	
Other Remarks	NA	
Remapping Plan** (Attach additional sheets as necessary)	NA	

*New Site Name and Code – Choose from attached list, if applicable site name and code are listed; otherwise, add desired code and name, if not listed.

** If the facility being added was previously part of an existing facility, include instructions for remapping applicable reports.

B. Revise a Facility Use this section if you are changing the name of a facility that has previously submitted ORPS Reports. A re-mapping plan for assignment of previously submitted ORPS Reports **must** be provided.

Data Description	Data Length	Data Input
Old Facility Name	NA	
Old Facility Code	NA	
Old Contractor Name	NA	
Old Contractor Code	NA	
Old Site Name	NA	
Old Site Code	NA	
Old Area Office Name	NA	
Old Area Office Code	NA	
Old Field Office Name	NA	
Old Field Office Code	NA	
New Facility Name	36 char max	
New Facility Code	10 char max	
New Contractor Name	36 char max	
New Contractor Code	4 char max	
New Site Name*	36 char max	
New Site Code*	10 char max	
New Area Office Name	36 char max	
New Area Office Code	2 char max	
New Field Office Name	36 char max	
New Field Office Code	4 char max	
Other Remarks	NA	
Remapping Plan (Attach additional sheets as necessary)	NA	

*New Site Name and Code – Choose from attached list, if applicable site name and code are listed; otherwise, add desired code and name, if not listed.

C. Delete a Facility / Inactivate a Facility   Use this section if a facility has never submitted ORPS reports and never will (Delete) or if a facility will no longer submit any ORP reports (Inactivate). All ORPS Authority File information will be removed for deleted facilities (never submitted ORPS reports). For inactivated facilities, Authority File information will be removed as appropriate, given the status of any remaining submitted reports. A facility is not truly inactivated until all Authority File information has been removed.

Data Description	Data Length	Data Input
Facility Name	NA	
Facility Code	NA	
Previously submitted ORPS Reports?	Yes or No	
Other Remarks	NA	

2. ADDITIONS / CHANGES TO REGISTRATION AND AUTHORITY FILE

Are additions or changes required to the Authority File Personnel (i.e., FM, FMD, FMA, Preparer, FR, FRD, PM, PMD)? Authority File Information Forms are required for new facilities.

❏ No

❏ Yes – Provide ORPS Authority File Information Form(s)

3. EFFECTIVE DATE

This change affects ORPS reporting as of (date – mm/dd/yyyy) _____

4. OTHER REMARKS

Provide any other information needed to clarify the changes requested.

_____
_____
_____

5. POINT OF CONTACT   Person to contact if there are questions concerning this change.

Name: _____   Company: _____
Site: _____   Org/Dept.: _____
Phone: _____   E-mail: _____

6. FACILITY MANAGER APPROVA

Name (print): _____   Company: _____
Site: _____   Org/Dept.: _____
Phone: _____   E-mail: _____

FM Signature _____   Date   _____

ORPS FACILITY REGISTRATION FORM
Attachment 1

TABLE OF SITE CODES

SITE CODE	SITE NAME	SITE CODE	SITE NAME
AIRSERVICE	Air Service Operations	NPOSRCUW	Naval Pet. Oil Shale Res. - CO,UT,WY
AMADOR	Amador Valley Office		
AMES	Ames, Iowa	NTS	Nevada Test Site
ARGONNE	Argonne, Illinois	NVOO	Nevada Operations Office
ARTIC	Artic Foundations Inc. Alaska	NYC	New York City, New York
ASHTABULA	ASHTABULA	OAKLAND	Oakland, California
BATAVIA	Batavia, Illinois	ORNL	Oak Ridge National Laboratory
BC	Bayou Choctaw Site	ORO	Oak Ridge Operations
BH	Big Hill Site	PADUCAH	Paducah Gaseous Diffusion Plant
BM	Bryan Mound Site	PANTEX	Pantex Plant
BRUCETON	Bruceton, Pennsylvania	PASO	Pacific Area Support Office
BUTTE	Butte, Montana	PINELLAS	Pinellas Plant
CAO	Carlsbad Area Office	PORTSMOUTH	Portsmouth Gaseous Diffusion Plant
CEBAF	CEBAF Site	PRINCETON	Princeton, New Jerse
COLUMBUS	COLUMBUS, OHIO	RFETS	Rocky Flats Env. Technology Site
CTA	DOE Central Training Academ	SANTABARB	Santa Barbara Office
DOEYUCC	DOE Yucca Mountain Project Office	SJ	St. James Terminal Site
EKLUTNA	Eklutna Power Plant Site	SM	Sulphur Mines Site
ETEC	Energy Technology Engineering Center	SNETTISHAM	Snettisham Power Plant Site
		SNL1	Sandia National Laboratory - AL
ETTP	East Tennessee Technology Park	SNL2	Sandia National Lab. - Livermore
FEMP	Fernald Environ. Mngmnt. Project	SNL3	Sandia National Lab. - Tonopah
FUSRAP	FUSRAP Site	SRS	Savannah River Site
GOLDEN	Golden, Colorado	SSC	Super-Conducting Supercollider Site
GRANDJUNCT	Grand Junction, Colorado	SU	Stanford University Site
HANFORD	Hanford Site	TSS	Transportation Safeguards System
INEL	Idaho National Engineering Lab	TULLAHOM	Tullahoma, Tennessee
ITRI	Inhalation Toxicology Research Inst	UCDAVIS	University of California - Davis
K25	Oak Ridge K-25 Site	UCSF	University of California - SAN
KCP	Kansas City Plant	UMTRA	UMTRA Project Office
KIRTLAND	Kirtland Office	UPTON	Upton, New York
LANL	Los Alamos National Laboratory	WASHINGTON	Washington D.C. Office
LASVEGAS	Las Vegas Office	WH	West Hackberry Site
LBL	Lawrence Berkeley Laboratory	WI	Weeks Island Site
LLNL	Lawrence Livermore National Lab.	WILLOWSPRG	Willow Springs
LOSALAMOS	Los Alamos Site	WOBURN	Woburn Operations Site
MIDDLETON	Middleton, Massachusetts	WSSRAP	WSSRAP Site
MOUND	Mound Plant	WVS	West Valley Site
MULTI	LMES Multi-Site	Y12	Oak Ridge Y-12 Site
NO	New Orleans Site	YUCCA	Yucca Mountain Project Office
NOTREDAME	Notre Dame, Indiana		